

Via Electronic Mail

September 9, 2022



Karrie Swaine
Coachella Valley Water District
75-515 Hovley Lane East
Palm Desert, CA 92211

Re: Proposal for CVWD On-Call Grant Research and Writing 2023-2025

Dear Ms. Swaine:

We appreciate the opportunity to submit this proposal to provide Coachella Valley Water District (CVWD or the District) on-call grant research and writing support. This proposal is based on our experience and partnership with CVWD over the past decade on funding-related efforts and our team's experience tracking funding opportunities, preparing grant and loan applications, and providing grant administration support for agencies throughout California and the country. Our ongoing work with CVWD through the current On-Call Grant Research and Writing contract, as well as work related to the Disadvantaged Community (DAC) Involvement grant application and contracting process, multiple Drinking Water and Clean Water State Revolving Fund (SRF) applications, multiple United State Department of Agriculture (USDA) applications, and the Coachella Valley Integrated Regional Water Management (IRWM) program provides us an in depth understanding of CVWD's funding goals and preferences. Under our current On-Call Grant Research and Writing contract with CVWD, we have helped secure nearly \$162 million for the implementation of CVWD's critical water resources projects.

Our proposed team is well-versed in a variety of funding programs, application and contracting processes, and administration requirements, and will apply these keys to success to CVWD's grant administration and research needs. Lindsey Wilcox will be the Project Manager and will be the primary contact for the contract. Should you have any questions or require additional information, please contact Lindsey at 914.513.2212 or lwilcox@woodardcurran.com. We look forward to continuing to work with you to maximize grant funding for your critical water resources related projects, assist in grant administration, and provide overall funding support.

Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in blue ink that reads "Elisha Back".

Elisha Back
Senior Client Manager

A handwritten signature in black ink that reads "Lindsey Wilcox".

Lindsey Wilcox
Project Manager



PROJECT UNDERSTANDING

Woodard & Curran's knowledge of and experience with the Coachella Valley gives us a deep understanding of CVWD's unique characteristics and specific challenges and opportunities. As a provider of domestic water, wastewater, non-potable/recycled water, irrigation and drainage, regional storm water protection, and groundwater management services to 300,000 people in the Coachella Valley, CVWD is interested in continued support from Woodard & Curran to prepare applications and administer external funding programs on an on-call basis, building upon the work we have already been providing under the existing On-Call Grant Research and Writing contract since 2017. Woodard & Curran has and will continue to support CVWD by evaluating available funding opportunities, identifying high priority grant programs given CVWD's project priorities, and preparing and submitting comprehensive and persuasive grant applications on behalf of the District. Woodard & Curran will assist CVWD in proactively pursuing funding for its high priority capital projects by completing the Scope of Work described below.

PROPOSED SCOPE OF WORK

We have identified the following tasks based on the existing On-call Grant Research and Writing contract we have with CVWD. Woodard & Curran would complete the following items described in Tasks 1 through 4.

Task 1 – Funding Tracking and Meetings

1. Provide assistance to, and representation on behalf of, the District.
2. Track funding opportunities as they are developed and solicitations are announced.
3. Summarize funding opportunities in a funding matrix.
4. Review grant/loan application guidelines, notices of funding opportunities, and proposal solicitation packages with District staff.
5. Discuss issues to advise on the project and grant/loan application development.
6. Discuss funding options, issues and concerns with stakeholders.
7. Request information on any items requiring action.
8. Provide consultation, planning and strategizing throughout the grant/loan process.
9. Participate in conference calls and attend meetings with CVWD monthly to discuss funding opportunities and priority projects.
10. Participate in conference calls and attend meetings with stakeholders (including DACs) and funding agencies, as needed.
11. Conduct project-specific funding and financing research to identify and prioritize the various opportunities that are available at that time.
12. Attend and present at Finance Committee meetings on a quarterly basis.

Task 2 - Project Definition and Preliminary Analysis / Coordination

1. Work with the subject matter expert to obtain a project description.



2. Utilize Woodard & Curran technical resources to develop project details (e.g., conceptual design, mapping, design criteria, cost estimates) necessary to meet funding program guidelines and increase competitiveness.
3. Coordinate with CVWD staff as required to complete application activities in a timely manner.
4. Collaborate with proper stakeholders to obtain signatures, data, forms, letters of support, etc.
5. Implement data collection, mapping, feasibility assessment, decision support, environmental review, preliminary engineering, and other necessary technical support tasks associated with grants or loans.

Task 3 - Funding Application Preparation

1. Prepare funding applications in compliance with funding requirements and inform the District of changes in the requirements as it may be amended from time to time.
2. Respond to funding agency requests in a timely manner.
3. Prepare grant/loan application, proposals, forms, attachments and submit the application in either electronic or paper form, as required by the funding agency.
4. Assist in preparation of financing cost estimates, mapping, and project data collection and analysis, as requested by funding agencies.
5. Locate, identify, research, collect and analyze data as set forth in the grant application guidelines.
6. Prepare supplemental documents required for grant application completion.
7. Submit the application to the funding agency after receiving approval from the District on the final application documents.
8. Supply District with final electronic copies of grant/loan application.

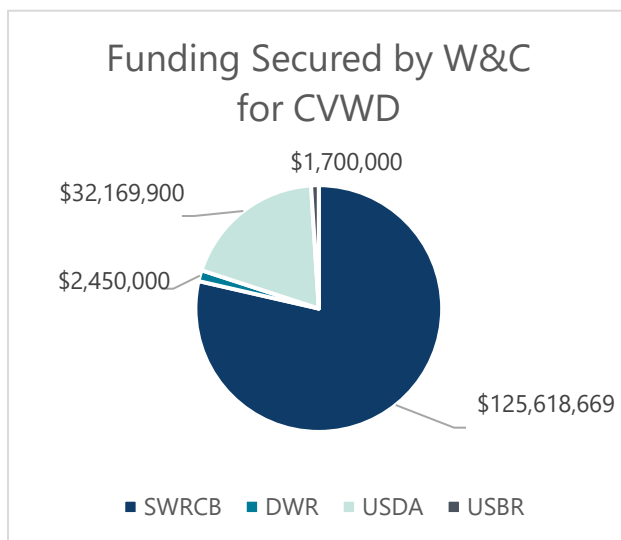
Task 4 – Funding Application Processing

1. Review funding application scoring results and discuss with the District; prepare comments on score and/or funding recommendation, if needed.
2. Support post application negotiations with funding agencies by providing additional documentation and/ or professional opinions to staff and/ or funding agency.
3. Review draft financing agreements and contract documents.
4. Maintain on-going working relationships and provide communication with District's Grant Administrator and staff members.
5. As appropriate and necessary, report on emerging and/or unanticipated policy issues to the District immediately.
6. Carry out other specific assignments consistent with this Agreement, as may be made by the District.



7. Prepare Final Budget Approval packages for SRF applications.
8. Prepare disbursement requests, quarterly progress reports, and project completion reports as needed for grant and loan administration.
9. Prepare quarterly progress report and project completion report templates for use by individual project sponsors and/or the District.
10. Prepare and submit amendment requests to funding agencies for executed funding agreements, including analysis of potential changes in project benefits based on the proposed amendment.

WOODARD & CURRAN FUNDING SUCCESSES



Under the current On-Call Grant Research and Writing Contract, CVWD issued Woodard & Curran multiple individual task orders that resulted in Woodard & Curran securing nearly \$162 million for CVWD's water, septic-to-sewer, nonpotable, and groundwater-related projects. The funding agencies included SWRCB, DWR, USDA, and USBR.

Woodard & Curran has significant experience in funding including grant/loan funding tracking, strategizing, application preparation, and administration. Our staff have assisted CVWD with applying through various grant and loan programs, including the USDA Rural Development Program and the State Water Resources Control Board (SWRCB) Clean Water SRF and Drinking Water SRF, USBR's WaterSMART program, and DWR's IRWM program. The following table lists the successful grants and loans Woodard & Curran has secured for CVWD under the current On-Call Grant Research and Writing contract that began in 2018 and ends December 2022. In addition to these funding successes, Woodard & Curran assisted CVWD with the preparation of 5-year funding plans for both domestic water and sanitation projects and provided administration assistance which included preparation of the Final Budget Approval SRF package for CVWD's 2017/18 Nonpotable Water Connections Project.

Summary of Funding Secured by Woodard & Curran Under 2018-2022 On-Call Grant Contract



TO	Proposal/Project Title	Funding Agency	Program	Amount Received*	Status
2	Oasis Gardens Mobile Home Park and Thermal Water Consolidation Projects	SWRCB	DWSRF	\$2,483,985	Awarded
2	Westside School Water System Consolidation Project	SWRCB	DWSRF	\$815,388	Awarded
3	CVWD 2017/18 Non-Potable Water Connections Project	SWRCB	CWSRF	\$45,132,117	Awarded
4	Sunbird/Martinez Road Septic to Sewer Conversion Project	SWRCB	CWSRF	\$9,346,000	Agreement anticipated 2023
8	Fiscal Year 2020-2021 Nonpotable Water Connections Projects	SWRCB	CWSRF	\$15,530,000	Awarded
11	Highway 86 Phases 3 and 4 Preliminary Engineering Report Project	SWRCB	DWSRF	\$500,000	Awarded
13	North Shore and Dale Kiler Water Main Replacement Project	USDA	Rural Development	\$4,840,000 (grant) \$22,700,000 (loan, 1.25% interest)	Awarded
14	Monroe Street Sewer Project	USDA	Rural Development	\$1,319,900	Awarded
15	Indio Subbasin Modelling, Data Collection, and Alternative Plan Update	DWR	Proposition 68 - Sustainable Groundwater Management	\$500,000	Awarded
15	Mission Creek Subbasin Modeling, Data Collection, and Alternative Plan Update	DWR	Proposition 68 - Sustainable Groundwater Management	\$500,000	Awarded



TO	Proposal/Project Title	Funding Agency	Program	Amount Received*	Status
19	Tank 7101-2 Construction Project	USDA	Rural Development	\$1,166,000 (grant) \$2,144,000 (loan, 1.25-1.5% interest)	Awarded
22	Saint Anthony Mobile Home Park Water Consolidation Project	SWRCB	DWSRF	\$23,421,758	Funding agreement anticipated 2023
22	Valley View Mobile Home Park Water Consolidation Project	DWR	Urban and Multi-benefit Drought Relief	\$600,000	Awarded
22	Reservoirs 4711-3 and 4711-4 Project	DWR	IRWM Proposition 1, Round 2	\$850,000	Awarded
29	Airport Boulevard Sewer Consolidation Project	SWRCB	CWSRF	\$14,229,000	Funding agreement anticipated 2023
32	Mission Creek Subbasin Water Quality Model for the Coachella Valley Salt and Nutrient Management Plan	USBR	WaterSMART Applied Science Grant for Fiscal Year 2022	\$200,000	Awarded
33	Valley View Water Consolidation Project	SWRCB	DWSRF	\$11,660,421	Funding agreement anticipated 2023
35	CVWD Rebates for Landscape Irrigation Measures	USBR	WaterSMART Water and Energy Efficiency Grants for Fiscal Year 2023	\$1,500,000	Awards not yet announced
36	East Coachella Valley Planning Project	SWRCB	DWSRF	\$2,500,000	Funding agreement anticipated 2023
	TOTAL			\$161,938,569	

Notes:

*Grant funding unless otherwise indicated.

DWR – Department of Water Resources

SWRCB – State Water Resources Control Board

USBR – United States Bureau of Reclamation

USDA – United States Department of Agriculture

DWSRF – Drinking Water State Revolving Fund

CWSRF – Clean Water State Revolving Fund

IRWM – Integrated Regional Water Management



COST PROPOSAL

Woodard & Curran's 2022 standard rates are shown below. Woodard & Curran's standard method of compensation is to bill on a time and materials basis. Personnel are billed at standard hourly rates, shown below. Reimbursable expenses such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, are billed at actual cost plus 10%. Labor hours will be tracked at the task level on a monthly basis to ensure that the project is managed on budget. Monthly invoices that show hours billed by person within the given reporting period will be provided to CVWD, along with a written progress report on work completed during the reporting period.

With our broad range of experience, we can develop a detailed cost estimate for any funding related task as requested by CVWD. Preparation of grant applications cost between \$15,000 to \$90,000, depending on the type and complexity of the proposal, sub-projects, and a variety of other factors. This cost range estimate is based on our experience with CVWD in preparing IRWM implementation grant applications, IRWM planning grant applications, WaterSMART applications, DWSRF planning and construction applications, and others.

2022 Standard Rates	
Labor Category	2022 Rate
Engineer/Planner 1	180
Engineer/Planner 2	205
Engineer/Planner 3	235
Project Engineer/Planner 1	245
Project Engineer/Planner 2	260
Project Manager/Technical Manager 1	280
Project Manager/Technical Manager 2	295
Senior Project Manager/Senior Technical Manager	315
Senior Technical Practice Leader	330
National Practice Leader	330
Software Engineer 1	165
Software Engineer 2	185
Software Engineer 3	200
Designer 2	170
Designer 3 / Senior Software Develop	175
Senior Designer	180
Designer 1, Graphic Artist, Billing Manager, Accountant, Senior Project Assistant	140
Project Assistant (PA)	120

*Woodard & Curran reserves the right to increase rates at the start of each calendar year.